

# State of Wisconsin\Government Accountability Board

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**DATE:** January 12, 2012

**TO:** Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Wisconsin County Clerks  
Milwaukee County Election Commission

**FROM:** Nathaniel E. Robinson  
Elections Division Administrator  
Government Accountability Board

**SUBJECT:** Municipal Special Registration Deputies (SRDs)  
(Who register voters during open registration)

Wis. Stat. § 6.28(2) requires public high schools to be used for voter registration to provide an additional registration option for enrolled students and members of the high school staff during regular school hours. Public high schools must have at least one qualified elector of the state in each high school trained and appointed as a SRD for the purpose of registering electors in Wisconsin during periods of open voter registration. Municipal clerks are required to train and appoint at least one SRD in each high school in each school district in which the municipality is located.

## Appointment

The municipal clerk is required to notify the school board of each school district in his or her municipality that each high school will be used for the registration of qualified high school students and school district staff. The school board and the municipal clerk should agree on the appointment of at least one qualified elector of the state at each high school to serve as a SRD. The municipal clerk will train and appoint the SRD. The Government Accountability Board has a training packet available for clerks to use for training SRDs.

For school districts that cross multiple municipal boundaries, one clerk may provide the initial SRD training and additional clerks may accept the training in lieu of conducting his or her own training. Each municipal clerk, however, must have the SRD complete an application (GAB-158), administer the oath of office (GAB-156), and issue a certificate (GAB-159) that lists the SRD's term of office and unique SRD number.

## Municipal SRD Requirements

An SRD must be a qualified elector of Wisconsin. The SRD does not have to be from your municipality.

For SRDs other than those in the high school(s), the clerk "may" appoint additional SRDs for the municipality as they deem necessary for registration purposes. However, if you refuse to train and appoint a person who has requested appointment as an SRD for your municipality, the elector may file a complaint with the G.A.B. alleging that an election official of that jurisdiction has violated the law or abused the official's discretion with respect to the appointment of Special Registration Deputies for his or her municipality.

The following fact sheet will provide you with a summary of the Special Registration Deputy Law:

- Wis. Stat. 6.28(2) requires public high schools to provide voter registration options for enrolled students and members of the high school staff during regular school hours.
- Public high schools must have at least one qualified elector in each high school trained and appointed as a SRD for the purpose of registering qualified electors in Wisconsin during periods of open voter registration.
- A qualified elector who applies to become a SRD must complete a municipal-sponsored training session before he or she can be appointed. Qualified electors are U.S citizens, age 18 or older, have lived in Wisconsin at least 28 consecutive days and have not been disqualified to vote in Wisconsin. A municipal SRD who registers voters during open registration does not have to be a resident of the municipality.
- The G.A.B. has developed training materials for clerks to use to conduct training, including a PowerPoint presentation, forms and related materials.
- Training consists of a review of Wisconsin voter eligibility requirements; directions on the completion of the voter registration application form; review of the deadlines and procedures for delivering the completed voter registration application forms; and information about providing assistance to individuals with difficulties understanding the English language and individuals with disabilities, among other things.
- A SRD may be appointed as a SRD for more than one municipality. After attending a training session conducted by a county or municipal clerk, other municipal clerks may accept the training in lieu of providing their own session. The SRD must file an application for appointment with each clerk. Each clerk must administer an oath and issue the SRD a certificate listing a unique identifying number that the SRD will write on any voter registration applications they collect for the municipality. SRDs certified for multiple municipalities must ensure that the appropriate SRD number is listed on the application for the corresponding municipality.
- The unique SRD number is composed of: **10** (identifying a municipal-level SRD) + **HINDI #** + **consecutive 3-digit number**. For example: **1012345001, 1012345002...**
- By completing the Special Registration Deputy course, an applicant will be appointed for the term starting on January 1 of an odd-numbered year through December 31 of an even-numbered year.
- Municipal SRDs may be appointed by the municipal clerk at any time during the term. They are not required to be approved by the municipality's governing body. **This type of SRD is not the same as an Election Day SRD.** For more information about Election Day SRDs, refer to the Election Day Manual.
- Municipal SRDs must receive some type of election training and be reappointed every two years to a new term.

If you have any questions about municipal-level SRDs, please contact Training Officer Allison Coakley: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov) or (608) 261-2033.

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